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DDA 79-0151/3

11 APR 1979

DD/A Registry

File Comm-4

MEMORANDUM FOR: Director of Communications  
Director of Data Processing  
Director of Finance  
Director of Logistics  
Director of Medical Services  
Director of Personnel  
Director of Security  
Director of Training  
Chief, Information & Privacy Staff  
Acting Chief, Information Systems  
Analysis Staff

FROM : Clifford D. May, Jr.  
Associate Deputy Director for Administration

SUBJECT : Unclassified Telephone Service Reduction ☐

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REFERENCE : Memo to DD/A fm D/CO dtd 30 Mar 79, same  
subj (OC-M79-175)

1. To achieve an equitable reduction as described in the attached memorandum, I have asked the Management and Assessment Staff to define the unclassified telephone service now used by us and to identify alternative options available for reductions.

2. This memorandum is forwarded for your advance information. It is assumed that the Office's Communications Requirements Coordinator will serve as your point of contact with the Management and Assessment Staff on this tasking. Please inform MAS if a contact other than listed on Attachment 2 is named, extension ☐

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Attachments:

1. Reference Memo
2. List of Comms Rqmnts Coords

Downgraded to UNCLASSIFIED  
When Separated from Attachments

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